

**Program Charter
for
Facilities**

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1. EXECUTIVE SUMMARY

Program Description

NOAA's Real Property inventory includes 806 buildings, of which 437 are DOC-owned and 369 DOC-leased or GSA assigned. These facilities are located throughout the 50 States, Guam, Puerto Rico, and Pacific Region. The program's scope encompasses all new construction, major and minor renovation and repair, operations and maintenance of the real property inventory, facilities physical security, and environmental compliance projects affecting facilities. The NOAA Facilities Program <http://www.corporateservices.noaa.gov/~nfo/caorpflhome.html> is comprised of the following interrelated functional areas:

Capital Planning and Budgeting: The objective of this component is to ensure that NOAA's facility portfolio is appropriately aligned to support accomplishment of the Agency Strategic Plan goals and objectives. This program component is responsible for long-range facilities program planning, policy development, and program execution. It supports the development of all facilities capital and operating plan and budget processes, including those required under NOAA Planning, Programming, Budgeting, and Execution System (PPBES); is responsible for the development and execution of the performance metrics/management/reporting program for the facilities management program.

Asset Management and Maintenance: The objective of this component is to ensure the effective operations and maintenance of assets within the current NOAA facility portfolio. This component provides an integrated facility condition assessment capability. It provides policy, oversight, and direction to ensure effective real property acquisition support (including capital and operating leases) and asset management services for NOAA's real property portfolio (including total cost of ownership and operations, and investments in cyclic repair and maintenance).

Project Planning and Management: The objective of this component is to ensure the effective planning and life-cycle project management of investments (either major capital investments in new or replacement facilities, or investments in repair/maintenance of existing facilities) selected and approved under NOAA's capital investment program. This component manages NOAA's facilities construction projects (for both new facilities, rehabilitation and

repair); establishes standard policies and processes for project planning, project management, and progress/performance metrics (including earned value management reporting); coordinates the development of alternatives (e.g., build, lease, renovate), selection of service provider (e.g., OCAO, Corps of Engineers) and acquisition strategy (e.g, number and types of contracts, fixed priced, cost plus award fee) for the construction projects; and provides executive level oversight, coordination, and reporting for all major construction projects.

As a Program Support Sub-Goal, the Facilities Program supports all of the Mission Goals and Programs, as well as the other Critical Mission Support Programs.

2. PROGRAM REQUIREMENTS

A. Requirements Drivers.

1. General.

- DOC Real Property Handbook, Chapter 2, establishes the authority to perform real property activities. Secretary, DOC has delegated all appropriate authority and responsibility for conducting DOC's real property program to the Chief Financial Officer and Assistant Secretary for Administration (CFO/ASA). The CFO/ASA has delegated the DOC real property program authority, with the exception to appropriate levels within DOC. The Under Secretary for Oceans and Atmosphere and Administrator (US-NOAA) and the Director, Office of Administrative Services (OAS) are delegated, in their respective areas the following: (1) The authority to acquire real property, or any interests therein; (2) The authority to undertake new construction (including site selection, preparation and utilities provision), repairs, alterations, improvement and restoration projects that have been approved and lawfully funded by OU Heads, or their designated representatives; (3) The authority to perform operation, maintenance and related facilities management activities; and (4) The authority to assign, transfer, or dispose of real property, or any interests therein.
- Department Operating Order (DOO) 10-5, designates the Assistant Secretary of Commerce to carry out the Secretary's responsibilities for protecting the Department's assets, operations, and personnel; to serve as "agency head" under the authorities in 41 U.S.C. Chapter 4, and 48 CFR Chapter 1, regarding purchases and contracts for property or services. It also specifies that the Director for Administrative Services shall be responsible for the development of Department-wide policy, oversight, and any management systems for real property; serving as liaison with the General Services Administration (GSA) on all Government-wide real property programs; coordinating the approval of prospectus level construction and lease-related acquisitions nation-wide.
- DOO 20-1 further assigns responsibility to the Director of Administrative Services to establish Department-wide policy and procedures for the acquisition, management, and

disposal of real property; and serve as liaison with the GSA on all government-wide real property programs; and oversee major real property projects and coordinate facilities requirements Department-wide; and manage the nation-wide Departmental building delegation program. It further specifies the Office of Real Estate Policy and Major Programs shall be responsible for implementing Federal and Departmental policy, planning and programs for the acquisition, use, management and disposal of real property; develop, maintain and update the Real Property Management Manual.

Relative to the specific OCAO functional areas identified in the Executive Summary, additional drivers are cited below:

2. Capital Planning and Budgeting

- OMB Circular A-11, Preparation, Submission, and Execution of the Budget. OMB Circular A-11 establishes policy for planning, budgeting, acquisition and management of capital assets and provides instructions for budget justifications and reporting requirements.
- OMB Circular A-131, Value Engineering. This Circular requires Federal Departments and Agencies to use value engineering (VE) as a management tool, where appropriate, to reduce program and acquisition costs.

3. Asset Management and Maintenance

- Executive Order 13227, Federal Real Property Asset Management. Based on this policy, executive branch departments and agencies shall recognize the importance of real property resources through increased management attention, the establishment of clear goals and objectives, improved policies and levels of accountability, and other appropriate action.
- Department of Commerce Real Property Management Manual. The Department of Commerce (DOC) Real Property Management Manual is the Department's single authoritative reference for real property management policy and procedures. This Manual should be consulted to determine department-wide policy and procedures governing all real property management activities.
- FAR Part 36 Policies and procedures pertinent to contracting for construction and architect-engineer services are prescribed by Part 36 (<http://www.arnet.gov/far/current/pdf/FAR.book.pdf>) of the Federal Acquisition Regulations (FAR). Construction and architect-engineer contracts are also subject to other parts of these regulations.

4. Project Planning and Management.

- General Services Administration “Facilities Standards for the Public Building Service” (PBS P100). This GSA standard references other building standards maintained and established by code and standards organizations, Federal Code and Regulation requirements, Executive Order, and other relevant industry wide accepted design and project guidance including: life safety codes; energy standards; general building codes; environmental requirements (e.g., asbestos abatement); Federal Art in Architecture policy and guidance; HVAC requirements; security requirements; structural requirements; metrication. These standards are nationally recognized model building codes. Each new facility acquisition project advanced shall be predicated upon utilization of these standards. These standards are the minimum and, depending on mission, may be strengthened. Any exception to these standards shall be fully justified and approved as a part of the scoping and design phases of the project. Standard which provide requirements include:
 - Section 1.3 Codes and Standards: Federal Laws, Nationally recognized codes, State and Local Codes, Zoning Laws, Rules regarding Inspections
 - Section 1.4 Commissioning: ensuring commissioning requirements are reflected in design criteria
 - Section 1.5 Guides: Standard Building Types, Landscaping, Historic Buildings, Security, and Site Selection
 - Section 1.6 Environmental Policies and Practices: LEED Certification, Sustainable Design
 - Section 1.7 Energy Conservation: Consumption Reduction Goals, LEED Certification
 - Section 1.8 Life Cycle Costing
 - Section 1.10 Accessibility Design: Uniform Federal Accessibility Standards
 - Appendix A Submission Requirements
- The National Environmental Policy Act (NEPA) of 1969, which influences facilities alternatives and design approaches by requiring Environmental Assessments and Environmental Impact Statements. (This driver is shared with the Administrative Services Program. The Facilities Program NEPA drivers are those which are inherent to the capital planning process, such as Environmental Assessments (EA), Environmental Impact Statements EIS), and Findings of No Significant Impact (FONSI), and are different from those covered by the Administrative Services Program Charter, which includes the Safety and Environmental Compliance Office (SECO). See paragraph 5.A. below)
- NAO 217-104, Facility Capital Planning and Project Management Policy, prescribes the National Oceanic and Atmospheric Administration (NOAA) policy for facility capital planning and project management. It establishes a coherent and consistent process for the selection of capital investments for construction and repair and for the management of approved facility construction and repair projects, and assigns responsibility to OCAO for overseeing and executing the process.

B. Mission Requirements

The Facility Program's mission requirements are to:

- Ensure that NOAA's facility portfolio is appropriately aligned to support accomplishment of the Agency Strategic Plan goals and objectives;
- Ensure the effective operations and maintenance of assets within the current NOAA facility portfolio; and
- Ensure the effective and life-cycle project management of investments (either major capital investments in new or replacement facilities, or investments in repair/maintenance of existing facilities) selected and approved under NOAA's capital investment program.

3. LINKS TO THE NOAA STRATEGIC PLAN

A. **Goal Outcomes:** The Facilities Program supports the following Critical Support Goal Outcomes:

- A safe operating environment with efficient and effective financial, administrative, and support services; and
- A sustainable and strategic master planning process with a 5 to 10 year planning horizon.

B. **Goal Performance Objectives:** The Facilities Program supports the following Critical Support Goal Objective: Increase the number of facilities with improved co-location of NOAA services and partners.

C. **Goal Strategies:** The Facilities Program supports the following Critical Support Goal Strategy: Plan for, construct, and maintain facilities, including co-locating facilities among NOAA entities and external partners to allow for consolidation of services.

4. PROGRAM OUTCOMES:

A safe operating environment with efficient and effective support services.

A policy of procedures and valuation criteria that aligns goals, objectives, and values of Mission Goals and Programs to achieve NOAA's overall mission

Integration of facilities investment decisions into the strategic planning process and evaluation of facilities as mission enablers.

5. PROGRAM ROLES AND RESPONSIBILITIES: This program is established and

managed with the procedures established in the NOAA Business Operations Manual. Responsibilities of the Program Manager are described in the BOM. Responsibilities of other major participants are described below.

A. Participating Line Office, Staff Offices, and Council Responsibilities.

- NOAA Line Offices are responsible for their real property inventories, to include identification of new requirements, condition assessments, and operations and maintenance.
- General Counsel reviews all MOUs and MOAs to ensure legality of content. GCECS is also responsible for advising Line Offices, the OCAO Safety and Environmental Compliance Office (SECO) (which is included in the Administrative Services Program), Planning and Project Management Division, and Real Property Management Division on issues related to the Agency's compliance with applicable environmental and safety laws and regulations. Areas of specific guidance include environmental assessment requirements for the transfer or acquisition of property.
- Safety Council oversees Line Office and Staff Office Safety related actions and policies which indirectly affect facilities decisions.
- CFO Council oversees Line Office and Staff Office actions and policy decisions which include facilities-related decisions.
- The Administrative Services Program includes SECO, which provides input to the Facilities Program in developing Current Baseline and 100% Requirements for facilities-related environmental and safety concerns, as well as technical support in review of environmental studies and products, solutions to environmental problems.

B. External Agencies/Organization Responsibilities. To the extent situations present themselves, external agencies partner with NOAA to consolidate facilities and share space.

- DOC Acquisition Review Board, which review investments greater than \$5,000,000.
- DOC Federal Real Property Council, which was formed in June 2005 to ensure DOC compliance with EO 13227, one of the mission drivers cited above.
- GSA, for GSA assigned facilities, is responsible for the repair and upkeep of buildings in accordance with GSA standards.
- Non-GSA lessors, who are responsible for specific Operations and Maintenance activities covered by the lease.
- University partners and collocated agencies are responsible for complying with terms of their agreements.

6. END USERS OR BENEFICIARIES OF PROGRAM

- NOAA Employees – The Program provides a safe working environment to enhance productivity and morale.
- NOAA Managers, Mission Goals, Programs, Councils and Committees – The Program

enables all levels of managers to better accomplish their missions.

- Customers and Constituents – The Program enhances relationships with customers and constituents by providing modern, state-of-the-art buildings that support the program needs.
- Academic community, scientific community, and other visitors or part time users of NOAA facilities.